

City of NORTH CANTON, OHIO

145 NORTH MAIN STREET
NORTH CANTON OHIO 44720-2587
Permits and Inspection Department

(330) 499-5557
(330) 966-3630 (Fax)

Residential Permit Submission Procedure New Construction, Additions, Alterations and Repairs

Application for site plan review, building plan review and building permit may be applied for in person at the Permits & Development office located at:

845 West Maple Street, North Canton, Ohio 44720

Or by mail to:

Attn: Permits & Development, 145 North Main Street, North Canton, Ohio 44720

The following items are required in order to process an application:

1. A zoning certificate application where the proposed project is located.
2. A sewer or water permit including signed waiver and sewer agreements and billing cards.
3. Two (2) sets of building plans which should include the following information and must be on at least 11" by 17" paper:
 - a. Site plan drawn to scale, indicating the location of the structures, property lines, accessory structures, paved areas, etc.
 - b. Floor plans for each floor including basements, garages, and crawl spaces preferably drawn at 1/4"=1'-0".
 - c. Exterior elevation views of all sides of the proposed structure.
 - d. Detailed cross-section of a typical bearing wall indicating building materials, heights, insulation, etc.
 - e. Material specifications.
4. Additional information may be required due to any special circumstances or situations that may apply to the project.
5. Upon plan approval, the applicant is eligible to submit an application for the permits required for each discipline involved with the project.

CITY OF NORTH CANTON

APPLICATION FOR RESIDENTIAL PLAN APPROVAL
RCO 105.1 & 107.2

This form is also available at www.northcantonohio.gov. Submit one application per building or structure; all sections must be completed, see instruction sheet for details

1. SCOPE OF PROJECT: (RCO 107.2.1)

☐ Building General ☐ Accessory Structure
☐ Mechanical ☐ Fence (over 6' tall)
☐ Electrical ☐ Siding
☐ Sprinkler System ☐ Roofing
☐ Fire Alarm ☐ Deck/Porch
☐ Plumbing ☐ Other: _____

2. TYPE OF PROJECT

☐ New Building Construction
☐ Building Addition
☐ Alteration
☐ Repair/Maintain/Replacement
☐ Accessory Building(shed/garage)
☐ Request Existing Bldg Cof O

3. PHASED PLAN REVIEW

☐ Foundation
☐ Framing
☐ Other: _____
☐ Other: _____
☐ Other: _____
☐ Other: _____

4. DESCRIPTION OF THE EXTENT OF WORK INCLUDED IN APPROVAL: (RCO 107.2.1)

5. PROJECTION LOCATION: (RCO 107.2.2)

Legal Description _____
Street Address _____
City/Township _____ Zip Code _____ County _____
Directions _____

- Is this project/building located in a flood plain? ☐ Yes ☐ No
- Has flood plain administrator been contacted for requirements? ☐ Yes ☐ No

6. BUILDING OWNER INFORMATION: (RCO 107.2.4)

Name of Owner _____ Attention: _____
Street Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax _____ Email _____

7. APPLICANT INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4)

Applicant _____ Attention: _____
Street Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax _____ Email _____

8. REGISTERED DESIGN PROFESSIONAL- IF APPLICABLE: (RCO 106.1.1-2, 106.2)

☐ Architect ☐ Engineer ☐ Certified Fire Protection System
Installer (RCO 106.1.1.3)

Designer _____ Registration/Certificate No. _____
Street Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax _____ Email _____

9. EVIDENCE OF RESPONSIBILITY: (RCO 106.2)

(Required residential construction documents when submitted for review as required under RCO section 107 shall bear the identification of the person primarily responsible for their preparation. No 'seal' is required for any documents per Ohio Revised Code Section 3791.04(A)(2)(b).

Document Preparer Name _____ Title/Company _____
Street Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax _____ Email _____

10. INDUSTRIALIZED UNITS INFORMATION: (The following information applies to the INDUSTRIALIZED UNITS and alternative materials, designs, methods of construction or equipment approved by the State of Ohio, Board of Building Standards Industrialized units (IU) program.) (RCO 106.1.4, Section 114)

- Authorized Manufacturer and project information:

Approval number _____ Approval date _____

Board approved documents submitted to local Building Official? _____ Yes _____ No

Details of on-site interconnection of modules or assemblies submitted to BO? _____ Yes _____ No

11. CONSTRUCTION DOCUMENTS REQUIREMENTS: (Refer to RCO 106.1-3(1-9) for specific construction document requirements)
(Refer to attached examples of worksheets for Plumbing, Mechanical and Electrical submission requirements.)

Time limitation of Application: (RCO 107.2.1) The approval of construction documents under this section is a "license" and the failure to approve such construction documents as submitted within thirty days after filing or the disapproval of such construction documents is an "adjudication order denying the issuance of a license" requiring the opportunity for an "adjudication hearing" as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.

12. CERTIFICATION: (RCO 107.2.5)

I certify that I am the _____ Owner _____ Owner Authorized Agent
All information contained in this application is true, accurate, and Complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above and copied to the Owner.

Signature _____

Printed Name _____ Date _____

13. THE AREA BELOW IS FOR OFFICIAL USE ONLY

Date received _____ By: _____

Processed by _____ Walk-in _____ Mail-in _____

Plan Rev # _____ PR App # _____

PR Permit # _____ PR Rcpt # _____

Bldg Permit # _____ Bldg Rcpt # _____

Bldg App # _____

FEES OWED:

PLAN REVIEW FEE - \$100.00 \$ _____

1% BBS (multiply subtotal by .01) \$ _____

TOTAL \$ _____

CHECK _____ (Payable to City of North Canton)

CASH _____ (exact cash ONLY)

CREDIT CARD _____

****NOTE:** There is a transaction fee for all credit cards**

REMAINING FEES WILL BE COMPUTED BY CITY OFFICIALS:

Application fee / One Time Inspection Fee-\$75.00 \$ _____

+ \$0.10 per sq. ft. x _____ sq. ft. \$ _____

Zoning Fee \$ _____

Water Fee(s) \$ _____

Sewer Fee(s) \$ _____

TOTAL \$ _____

APPLICATION FOR RESIDENTIAL PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit (two or more) copies of construction drawings to this division for approval. The construction documents shall be accompanied with the application form. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

Call BEFORE you Dig 1-800-362-2764



City of NORTH CANTON, OHIO

145 NORTH MAIN STREET
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Permits and Inspection Department

(330) 499-5557
(330) 966-3630 (Fax)

Zoning Certificate City of North Canton

Date _____ Number _____

Lot # _____ Zoning Classification _____

Property Address _____

Owner _____ Phone _____

Mailing Address _____

Request for _____ Use of Land for _____
Construction of _____

	<u>Required</u>	<u>Actual</u>
Lot Area in Square Fee:	_____	_____
Lot Frontage at Right-of-Way (R/W)	_____	_____
Width at Building Line	_____	_____

<u>Setback</u>	<u>Required</u>	<u>Actual</u>
Front Yard	_____	_____
Side Yard	_____	_____
Side Yard	_____	_____
Rear Yard	_____	_____

Plot Plan – Drawn to scale, showing dimensions of the lot, evidence that the lot has been surveyed and properly located, location of proposed and existing buildings, signs, driveways, and parking areas, and location of any easements. (Use separate sheet of paper).

Such building, sign, or structure shall be erected in accordance with the plans and specifications attached to the application and the land shall be used or structure shall be located upon the said premises as indicated on said plan and maps.

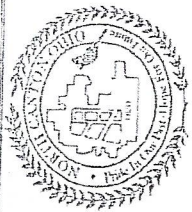
Date _____

____ Approved

____ Denied

Signature of Owner/Agent

John M. Stigalt
Chief Building Officer

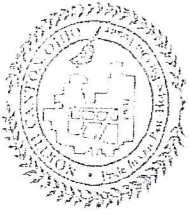


Project Permit Sign off Sheet

(OBC 105.5 and 107.2.1)

City of North Canton

County of Stark, Ohio



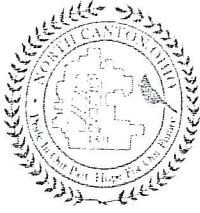
Work shall not proceed until each stage of construction has been verified after inspection and is constructed according to the approved plans.

Note: The Certificate of Plan Approval by the building department shall be posted by the owner at the job site per RCO107

Date Issued:	Permit/Project No.:
Address of Project:	Owner Name /Address:(ORC3791.04)
Plan Approval:	Planning Commission Approval:
Building Official Signature and Date	Planning Commission Chair Signature and Date
Engineering Approval:	Zoning Department:
City Engineer Signature and Date	Zoning Official Signature and Date
Fire Department Review: (Approval if required)	Water Department Approval:
Fire Official Signature and Date Flood Plan Approval:	Water Superintendent Signature and Date Stark County Soil and Water Approval
Flood Plan Administrator Signature and Date	Soil and Water Director Signature and Date

City of North Canton

Division of Permits and Inspections



845 W. Maple Street

North Canton, Ohio 44720

330-499-5557

The refund policy is as follows:

If a permit is under \$200.00 there is no refund.

- 1) If over \$200.00, 75% of the money will be refunded back to the person or company who actually paid the fee(s) minus the State's fee of 1% or 3% provided no inspections were performed.
- 2) If inspections were performed, \$75.00 for each inspection will be deducted from the original cost. The State's 1% or 3% will also be deducted from the original cost. 75% of the balance remaining from all the deductions will be refunded to the person or company who actually paid the fee(s).

Example #1: $\$200.00$ (permit cost) $\times .75 = \$150.00$ - $\$2.00$ (1%) (based on original permit cost) = $\$148.00$ Refunded amount

Example #2: $\$400.00$ (permit cost) - $\$150.00$ ($\$75. \times 2$ inspections) = $\$250.00$ - $\$4.00$ (1%) (based on original permit cost) = $\$246.00 \times .75 = \184.50 Refunded amount.